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ECF MAILGRAM

Credit Card Payments

Ninety-four attorney firms have registered to pay fees by credit card! If you have not already registered, we urge you to do so!! **This will become mandatory in the near future.** Application forms are available on our website. They must be completed and returned to:

U.S. District Court
Financial Department
P. O. Box 74710
Cedar Rapids, IA 52407-4710



Inside this issue:

Sioux City US Attorney Office Move	2
Tracking Credit Card Payments	2
Helpful Hints	2
Proposed Orders	3
New Staff	3

FILING FEE INCREASE!

The Omnibus Appropriations Act of 2005 included a provision raising the district's new case filing fee by \$100 from \$150 to \$250, effective 60 days after the date of enactment, December 8, 2004. The new filing fee goes into effect February 7, 2005.

Pacer Fee Increase

A fee increase from 7 cents to 8 cents per page went into effect on January 1, 2005. If you have questions, please contact the Pacer Service Center at pacer@psc.uscourts.gov

Training Update

We are in the process of setting up CM-ECF training for 2005. In conjunction with our basic CM-ECF 101 class, we'll be adding CM-ECF 201. Level 201 will include training on civil case opening, advanced docketing topics and a general Q&A for questions or problems you've encountered with ECF. *(NOTE: Credit card authorization on file and completion of our 201 level class or Iowa Southern District's ECF training is required before an attorney or staff can open civil cases.)*

For those of you near the Southern District of Iowa, you may also sign up for their "Update Training" which includes case opening. Check their website for more information. (www.iasd.uscourts.gov)

Watch our website for updates on training schedules.



In Sioux City THE US ATTORNEY'S OFFICE WILL BE MOVING ON FEBRUARY 22nd, 2005.

Their new address will be 600 4th Street, Suite 670, Sioux City, Iowa 51101. The phone number will remain the same: 712/255-6011; fax: 712/252-2034.

CREDIT CARD PAYMENTS—

The Clerk's office does not link credit card payments to particular cases (for monthly credit card statement purposes). It is the attorney's responsibility to notify his/her bookkeeper/financial administrator regarding the expenditure of these monies via the credit card.

If one or more attorneys authorized to use a law firm's credit card have left the firm's employ, the law firm is directed to cancel the credit card now registered with our court, obtain a new credit card, and re-register the new card to continue participation. It is solely the law firm's responsibility to establish who, by name, may use a firm's registered credit card.

Helpful Hints/Notes for Attorneys

- If you are filing something that requires court action, use a **MOTION** event when you docket it (do not docket a "status report" and then text in that you are also seeking court action (*e.g.*, "and request to release detained material witnesses)).
- **BRIEFS** are attachments to the underlying motion; they are not a separate docket entry!
- **WITNESS LIST!** Docketing witness lists now requires you to prepare a certificate of service! As a result of the November 1, 2004 ruling that criminal documents will be visible to all Pacer users, this event has been modified to ensure that the general public CANNOT view the contents of a witness list!
- Be sure to **NAME ATTACHMENTS!** Here's an example of what the judge sees if the attachments are all named.

Select the document you wish to view.

Part	Description	
1	Main Document	2 pages
2	Brief in Support of Motion for Summary Judgment	25 pages
3	Statement of Material Facts Undisputed	14 pages
4	Appendix Part 1	32 pages
5	Appendix Part 2	53 pages
6	Appendix Part 3	19 pages
7	Appendix Part 4	20 pages
8	Appendix Part 5	21 pages
9	Appendix Part 6	26 pages
10	Appendix Part 7	6 pages

Proposed Orders (ecfmail@iand.uscourts.gov)

The docketing supervisors wanted to again remind everyone about submitting proposed orders. Proposed orders should be in WORD or WORD PERFECT format so the judge can modify them if necessary. They should be e-mailed to ecfmail@iand.uscourts.gov. It will expedite your order if you include the case number/case caption in the e-mail subject line. Here's an example:

To	" ecfmail@iand.uscourts.gov " < ecfmail@iand.uscourts.gov >
cc	
bcc	
Subject	C00-3070-DEO, North Iowa Medical Center v. Dept. of HHS, Proposed Order for Extension of Time



Where do I send those proposed orders?

Northern District of Iowa Clerk's Office Welcomes New Staff

Jud Watkins replaced Jim Hodges as Clerk of Court in June of 2004. Jud came to us from Hawaii's District Court and is currently recuperating from a fall on the ice.

Hawaii? Georgia?
Iowa (in JANUARY!)?



Rob Phelps joined this district as our Chief Deputy. Rob started with us on January 10th, moving to Cedar Rapids from the Eleventh Circuit Court of Appeals in Atlanta, Georgia.

We wish them the best of luck in their new, *subzero* environment.

**1500 Attorneys
Registered for ECF**